

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

September 24, 2014

GSA Bulletin FMR D-1  
Transportation Management

TO: Heads of Federal Agencies

SUBJECT: GSA Delegation of Authority for Procurement of Transportation (Freight and Cargo, Including Household Goods) and Traffic Management Services.

1. What is the purpose of this bulletin? This bulletin details the process that Federal agencies should follow when submitting a delegation of authority request to the Administrator of General Services (Administrator) for the procurement of transportation (freight and cargo, including household goods) and traffic management services.
2. What is the effective date of this bulletin? This bulletin is effective on September 24, 2014.
3. When does the bulletin expire? This bulletin remains in effect until cancelled.
4. What agencies does this bulletin apply? This bulletin applies to Federal agencies.
5. What choices do agencies have in acquiring transportation and traffic management services? Except for the Department of Defense, agencies' choices are enumerated in 41 CFR 102-117.30.
6. How can the Administrator delegate procurement of transportation and traffic management services to another Federal agency? 40 U.S.C. § 121(d) provides the Administrator the authority to delegate to the head of another Federal agency, the procurement and supply of personal property and nonpersonal services for executive agencies, pursuant to 40 U.S.C. § 501.
7. What is the process for requesting a delegation of authority? There are two parties involved in the submission of a request of delegation of authority to the Administrator. One party is the agency requesting the delegation of authority ("requesting agency") from GSA to provide transportation and traffic management services on behalf of another agency. The other party is the agency that seeks to obtain procurement of transportation and traffic management services ("initiating agency") from the requesting agency.

- A. Parties involved should submit one request for a delegation of authority from the Administrator containing the requested information from the requesting and initiating agencies by email to [GSA-OGP-transportationpolicy@gsa.gov](mailto:GSA-OGP-transportationpolicy@gsa.gov). It is recommended that the agency requesting the delegation of authority submit the request.
- B. The requesting agency should provide a letter signed by an authorized senior agency official that contains the following, as applicable:
- (1) A statement requesting a delegation of authority from GSA to procure transportation (freight and cargo, including household goods) and traffic management services for the initiating agency;
  - (2) A statement that the requesting agency's policies and practices are in compliance with [41 CFR part 102-117](#), *Transportation Management* and [41 CFR part 102-118](#), *Transportation Payment and Audit*;
  - (3) A statement from GSA Transportation Audits Division that the requesting agency is in compliance with [41 CFR part 102-118](#);
  - (4) An agency designated point of contact with contact information;
  - (5) Identification of a specific time period that the delegation for transportation and traffic management services is requested, as well as the cost of providing these services for the other agency, including but not limited to, any user fees to be charged; and
  - (6) If procurement is through a tender, a statement that the personnel that will handle the procurement possess adequate training and/or experience to perform the function, or not. If the procurement is through a contract, a statement that the contracting officer(s) responsible for the contract(s) is/are properly warranted, or not.
- C. The initiating agency should provide a letter signed by an authorized senior agency official that contains the following, as applicable:
- (1) A statement requesting a delegation of authority from GSA for the requesting agency to provide procurement services for transportation (freight and cargo, including household goods) and traffic management services;
  - (2) A copy of the request sent from the initiating agency to the requesting agency asking it to submit a delegation request to GSA and the response from the requesting agency;
  - (3) An agency point of contact with contact information; and
  - (4) A statement that the initiating agency's policies and practices are in compliance with 41 CFR parts 102-117, *Transportation Management*, and 102-118, *Transportation Payment and Audit*.

D. The joint submission should include an analysis that supports the proposition that the delegation is in the Government's best interest in terms of promoting economy, efficiency, or service. Specifically, GSA requests:

- (1) An analysis of the expected costs and benefits that will be achieved by the delegation;
- (2) A set of criteria for evaluating the effectiveness of the proposed delegation, along with substantiated actual or estimated costs or cost avoidance of expected services; and
- (3) A statement from GSA's Center for Transportation Management of its comparative costs to provide these services.
  - (i) To obtain a cost estimate, the requesting agency should submit a request to the GSA's Center for Transportation Management to [transportation.programs@gsa.gov](mailto:transportation.programs@gsa.gov) with a minimum of 3-6 months of transactional level data for the requested services.
  - (ii) The transactional level data submitted should include, but not be limited to, origin and destination lanes; weight, accessorial and associated costs; line-haul costs; fuel surcharges; cube information (where relevant); delivery time requirements; hazardous material, and other special requirements.

8. How does GSA evaluate the request? GSA will evaluate the request and supporting documentation to determine if the delegation for procurement of transportation and traffic management is advantageous to the Federal Government in terms of economy, efficiency, or service.

9. How does GSA approve of a Delegation of Authority request? The Administrator sends a delegation of authority approval letter along with the delegation to the heads of both agencies; the Commissioner, GSA Federal Acquisition Service; and the Senior Procurement Executive, GSA Office of Acquisition Policy.

10. What happens if GSA denies the request for a Delegation of Authority? If a request for a new delegation of authority or a request for an extension of a previously granted delegation is denied, correspondence explaining the decision will be sent to the heads of both agencies; the Commissioner, GSA Federal Acquisition Service; and the Senior Procurement Executive, GSA Office of Acquisition Policy. In the event that an extension request is denied, all delegated services provided under the previously-approved delegation should cease on the date the GSA Delegation of Authority expires.

11. What is requested at the end of the GSA-issued Delegation of Authority term? Within 30 calendar days of the end of the delegation of authority term, the initiating agency and requesting agency, should submit a detailed report with savings or costs realized by email to [GSA-OGP-Transportationpolicy@gsa.gov](mailto:GSA-OGP-Transportationpolicy@gsa.gov).

This should include, but is not limited to, any costs or efficiency savings realized throughout the delegation of authority period, including, for example, savings realized from using third-party systems in procurement and prepayment audit findings instead of developing customized systems.

12. What if an extension of a Delegation of Authority is requested?

- A. If an extension of a delegation of authority is requested, the requesting and initiating agencies should follow the steps identified in item number 7 of this bulletin and submit the request no later than 6 months prior to the expiration date of the current delegation of authority.
- B. The request should include a report on actual costs and savings, demonstrating economy, efficiency or service, from the current Delegation of Authority period. Also refer to item number 7, paragraph D, of this bulletin for guidance.

13. Are there limitations on this delegation of authority? Federal agencies should exercise delegated authority and functions according to the parameters described in each delegation of authority, as well as any other relevant statutory and regulatory limitations and requirements.

14. Who should we contact for further information? Contact the Office of Government-wide Policy, Office of Asset and Transportation Management, Transportation Policy by email at [GSA-OGP-Transportationpolicy@gsa.gov](mailto:GSA-OGP-Transportationpolicy@gsa.gov).

15. What is the time frame in which agencies can expect to receive a response to a delegation request? GSA anticipates responding to agency requests within 60 business days from when all requested information is received.

By delegation of the Administrator of General Services.



9/24/14

Christine J. Harada  
Associate Administrator  
Office of Government-wide Policy